

Learning Resources Department



The mission of the Learning Resources Department is to teach applied vocational academic skills, provide academic support, library and media services, and deliver adult basic education services.

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The Learning Resources Department (LRD) provides all AVTEC students the opportunity to improve their mathematics, English, and reading skills in the context of their vocational training and the library and media services to support their studies. Academic skills are taught as they are applied in the world of work. Instructors are available to help students with their classes, upgrade basic skills, learn the necessary on-the-job mathematics skills, or the communication skills to be effective at work.

Students entering AVTEC are tested in reading and mathematics to determine their skill levels. Each training area has academic requirements for entry to ensure that each student has the necessary basic skills to be successful. These requirements may be found under the "Prerequisites" heading for each training area.

Resources for Success:

Student Learning Center

Jack Werner Memorial Library

Multimedia Computer Lab

Testing and Assessment Services

Applied Mathematics

Classes for Adult Basic Education

Resources for Success

Student Learning Center

LRD's Student Learning Center is available to provide academic support to AVTEC students on scheduled evenings at the Student Service Center. An instructor provides assistance with homework and tutoring in mathematics. The student tutoring program offers students the opportunity to receive individualized tutoring or join a study group.

Jack Werner Memorial Library

Students have access to a wide range of technical information and resource materials at AVTEC's library. Over 5,000 titles in the library's collection are devoted to training related materials to support students in their vocational areas.

Students can find recreational reading with novels, magazines, and keep current on news from home with the collection of newspapers from all over the state. Students will also find resources to make the search for a job and application process more effective.

Multimedia Computer Lab

Students can stay in touch with family and friends as well as initiate the search for a job and learn basic computer skills in the library's multimedia computer lab. Access to the Internet and up-to-date word processing, database, and spreadsheet software offer students unlimited resources. Students can learn to type, write a resume, or design a house with the wide range of topics available on CD. Assistance is available to learn basic computer skills, access the Internet, and set up e-mail accounts.

Testing and Assessment Services

More than anything, we are here to make sure your education at AVTEC is a success. Each of our training programs has analyzed what students need to succeed in their program. Good math and reading skills are essential. All of the AVTEC departments have entry requirements for reading and math. The Test of Adult Basic Education (TABE) is used to assess these skills. The minimum test scores required are listed under "Prerequisites" for each program.

Contact Admissions to arrange to take the TABE test. It is administered at AVTEC throughout the year. For those who are not able to visit AVTEC to complete their testing, arrangements can be made to have the test proctored locally. However, students who are not tested at AVTEC

are required to retest at AVTEC during Orientation to verify those scores. Students testing below the minimum requirements when retaking the TABE during Orientation will attend an academic Foundations course in the evenings for the first four weeks. In addition, if retest scores fall significantly below the minimum requirements, a counseling session will be held as soon as possible to determine if attendance in the enrolled program is in the best interest of the student.

Pre-training Available

If you need to improve your reading or math skills to meet the entry requirements, online programs in both reading and math are available. Contact Admissions or the Learning Resources Department, 907-224-6114 for more information or to register.

Foundations Program

Students testing below the minimum requirements when retaking the TABE during Orientation will attend an academic Foundations course in the evenings for the first four weeks. In fact, *all students are welcome to attend*. This course will include study skills as well as tutoring in math and reading, as needed.

Applied Mathematics

Applied Mathematics teaches basic math as it applies to a specific training area. These classes are part of the training programs for Business and Office Technology, Professional Cooking and Baking, Automotive Technology, Diesel/Heavy Equipment Technology, Structural and Pipe Welding, and Facility Maintenance.

Classes for Adult Basic Education

The Seward Community Learning Center (SCLC) is open to the local community four mornings per week in the library at the Student Service Center. An instructor provides individual instruction to those who need improvement in academic areas. Contact the Seward Community Learning Center at (907) 224-6114.

Community Classes Include:

- GED Preparation
- Reading Improvement
- Mathematics Improvement
- Writing Skills
- English as a Second Language